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6 October 1953

MEMORANDUM FOR: CHIEF OF ADMINISTRATION, DD/P

SUBJECT : Comments on Survey Report [REDACTED]

25X1A

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The NEA Division concurs generally in the survey report conclusions and remarks. However, the following comments may be added:

Para. 2 e: NEA Division had installed a similar system prior to issue of [REDACTED]

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Para. 3 b: Budget preparation has required a ridiculous proportion of total time in the last six months, far exceeding the 40 hours per month average mentioned. Most of this resulted from conditions beyond the control of the NEA Division.

Para. 3 c: In station accountings, project cryptos rather than allotment numbers are used; however, allotment numbers will be cited on disbursement vouchers.

Para. 3 m: NEA Division has previously established the rule that requests for advances will not be prepared in amounts less than \$25.00.

Para. 5 a (8): Careful definition of terms and responsibilities will be necessary if this is to be successfully accomplished.

Para. 5 a (12): See comment under para. 3 m above.

[REDACTED] 25X1A9a

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